2 June 1981

MEMORANDUM FOR: Deputy Director for Administration
                  Comptroller

FROM: Director of Central Intelligence

SUBJECT: Cost Reduction and Efficiency

1. I have raised the question, but perhaps not urgently or forcefully enough, as to what this organization is doing to put a sharper focus on cost reduction and overall efficiency. I sat at a Cabinet meeting today and realized that the rest of the Government is working hard at this and thus far it is my impression that there is too much thinking here that we are immune from this requirement. The Transportation Department has a small committee, called CARE, for cost reduction and efficiency, and I am getting their material to see what ideas they have developed which we could pick up here.

2. Every Department of the Government has an Inspector General who is in charge of specifically looking for cost savings, waste and fraud. I am impressed with the work our Inspector General is doing in questioning and making recommendations on operations. I would like to see whether a sharper focus can be put on costs, waste and inefficiency.

3. At the Cabinet meeting this morning, attention was directed to reverse the bureaucratic syndrome where the more you spend, the larger you get, the more important you are. This would mean that if the reduction in the costs of getting things done were not pressing enough, the better chance you would have of getting additional resources needed to tackle new tasks and problems.

4. Another thing to be examined is whether cost saving is sufficiently recognized in making awards. I have asked for a review of publications and, as far as I know, have not gotten a response. I would like you to get together and give me a report on what has been done in this direction and a set of comprehensive recommendations on what we should be initiating now.

                                    25X1

            for William J. Casey

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ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. A EO/DDA		
2. ADDA		
3. DDA		8 JUN 1981
4.		
5.		

	Action		File		Note and Return
	Approval		For Clearance		Per Conversation
	As Requested		For Correction		Prepare Reply
	Circulate		For Your Information		See Me
	Comment		Investigate		Signature
	Coordination		Justify		

REMARKS

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5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

☆ GPO : 1980 O - 311-156 (17)

EXECUTIVE SECRETARIAT
Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	D/DCI/RM				
4	DD/NFA				
5	D/DCI/CT				
6	DD/A	X			
7	DD/O				
8	DD/S&T				
9	GC				
10	LC				
11	IG				
12	Compt	X			
13	D/PA				
14	D/EEO				
15	D/PPPM				
16	AO/DCI				
17	PB/NSC				
18	R. Gates		X		
19	ES		X		
20					
21					
22					

SUSPENSE ___5 June___
Date

Remarks:

To 6 & 12: Please get together and develop a response and recommendations for the DCI per paragraph 4.

D/ Executive Secretary
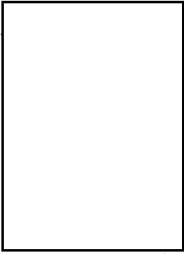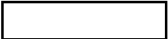
2 June 1981
Date

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STAT

6 MAY 1981

DDA CHECK LIST
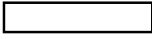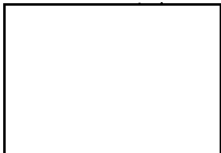
Topic	Responsible Officer	Date Assigned	Completion Date	Comments
Scientific programmers	Bruce Johnson	25 Feb	9 Mar	This memo addressed the shortages of scientific programmers in the Agency
GSA guidelines on word processing equipment	Bruce Johnson	27 Feb	5 Mar	Waiting for confirmation of GSA Administrator
STAT GSA travel restrictions		27 Feb	5 Mar	" " " " "
GSA restrictions	Jim McDonald	27 Feb	5 Mar	" " " " "
Survey of independent contractors and leased hardware	Jim McDonald	27 Feb	27 Feb	" " " " "
Plans for new building STAT	Jim McDonald	27 Feb	27 Mar	Planning Committee membership being set up
Personnel recruitment process		27 Feb	25 Mar	On EXCOM Agenda; 29 April
Testing	Bob Ingram	5 Mar	13 Mar	Oral briefing by STAT
Word processing inventory	Bruce Johnson	5 Mar	13 Mar	Holding for GSA confirmation
STAT Panel systems		5 Mar	9 Mar/3 Apr	Hugel memo to Office Directors containing revisions of systems
Interest on bank deposits	Ed Sherman	12 Mar	3 Apr	Negotiations under way
STAT Reductions in travel costs - GTR's		12 Mar	20 Mar	Pursuing w/ticketron Central Travel
Extension of overseas tours to 3 yrs		12 Mar	20 Mar	Paper to OPPPM
Classroom facities in C of C	Bill Hart (Space Committee)	12 Mar	25 Mar	Part of overall space plan
New automated payroll and management information system	Ed Sherman Bruce Johnson	12 Mar	2 Apr	ODP & OF task force set up

DDA CHECK LIST

Topic	Responsible Officer	Date Assigned	Completion Date	Comments
STAT Office conferences		12 Mar	7 Apr	Data to all directorates via Exec Off. route; Bean to include w/external trng report
Study of all efforts of Psychological Services Staff	Bob Ingram	12 Mar	10 Apr	Final copy being staffed for Hugel
Air proprietary study replacement STAT of Beech--1984		12 Mar		To be programmed for 1983
APARS 8 lines per inch		12 Mar	27 Mar	Revised memo to DD's in cooperation with [ ] STAT
Merger of Ruffing & Special (DDO) Centers	Bruce Johnson	12 Mar	19 Mar	Not practical
Accounting for travel advances	Ed Sherman	12 Mar		
STAT Centralizing software applications development	Bruce Johnson	12 Mar		In process; delayed by slow response in S&T
Study on existing Agency micrographics	Jim McDonald	12 Mar		Task force set up; membership due by end of month
Consolidation of copier management activities	Jim McDonald	12 Mar	9 Apr	Memo to DD's; replies coming in
Equipment standardization	Jim McDonald	12 Mar	28 Apr	
Consolidate graphics design activities; establish publications review committee	Jim McDonald	12 Mar	3 Apr	Review consolidation of first; no need for committee
STAT Substitute civilian guards at [ ]	[ ]	12 Mar		Checked out locally; paper en route to CCS & OS

DDA CHECK LIST

Topic	Responsible Officer	Date Assigned	Completion Date	Comments
Disband CSI STAT Briefing paper due for EXCOM		12 Mar	22 Apr	Checking with DD's; OPA; CSI Board interested; to EXCOM
Review all external training and conferencing		12 Mar		
Review of all OTE courses in light of skills needed in the 1980's		13 Mar	10 Apr	Place on EXCOM Agenda
Review of language program		13 Mar	28 Apr	EXCOM - 6 May
STAT an for reduction of records at ☐	Tom White	17 Mar	6 Apr	Plan submitted in memo
STAT --Study of ☐ (or briefing memo in lieu of)	Jim McDonald	19 Mar		Second draft ready in OL
Agency-wide training for Information STAT handling Systems for professionals		19 Mar	9 Apr	Memo to DTE
Study activities of psychologists throughout the Agency	Bob Ingram	19 Mar	6 Apr	Ingram to ensure no waste or duplication
Modification of E.O. 12065	Tom White	19 Mar		Paper to ISOO 23 Mar
STAT Summer Fellows Program		20 Mar		
STAT Modification of E.O. 12036		20 Mar	30 Mar	To OGC for coordination
Security Study		7 Apr	22 Apr	
Communicators--Morale/Security		16 Apr		

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DDA CHECK LIST

Topic	Responsible Officer	Date Assigned	Completion Date	Comments
Alternatives to Merit Pay - Reevaluating performances		16 Apr		
DA outstanding requirements with OGC		23 Apr	27 Apr	To OGC

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